



WES VOLUNTEER CONFIDENTIALITY AGREEMENT

THIS AGREEMENT is dated (today's date).

and is made between:

The Women's Engineering Society, whose registered office is at Michael Faraday House,
Six Hills Way, Stevenage, Herts. SG1 2AY.

and (Name of Volunteer) of the Women's Engineering Society ('the Volunteer').

It is hereby agreed as follows:

Definitions

1. In this Agreement, unless the context otherwise requires, 'Confidential Information' means all information in respect of the business of the Society, including, but not limited to, any ideas, business methods, prices, finance, marketing, research, development, manpower plans, processes, market opportunities, intentions, design rights, product information, member lists or details, trade secrets, computer systems and software, know-how or listings imparted by the Society, and other matters connected with the products or services offered, marketed, provided or obtained by the Society, and information concerning the Society's relationships with actual or potential clients or customers or members and the needs and requirements of such clients' or customers' operations.

Obligation of confidentiality

2. The Volunteer agrees to treat as confidential all information supplied by or on behalf of the Society in connection with the Society's business and all other confidential aspects of the business as defined in 'Confidential Information' above.

Exclusions

3. This obligation of confidentiality does not apply to:
 - any information received from a third party who was legally free at the time of disclosure to disclose it; or
 - any information already in the public domain.

Duties of Volunteer

4. The Volunteer shall not, without the prior written consent of the Society, permit any of the Confidential Information:
 - to be disclosed, except to those of the Society's volunteer who may need to have such information; or
 - to be copied or reproduced; or
 - to be commercially exploited in any way; or
 - to pass outside the control of the Volunteer.



5. The Volunteer will keep a record of Confidential Information received and of the people holding that information and will make that available to the Society on request. The Volunteer will ensure that at all times they full comply with the Data Protection Act, its subsequent amendments and the General Data Protection Regulations May 2018.
6. The Volunteer will return to the Society all documents containing Confidential Information and all copies of those documents on demand which are in their possession or under their control, and for this purpose the term 'documents' includes computer hard drives/discs, or any other IT software that they have been using to enter data and all other materials capable of storing data and information.

SIGNED:

A handwritten signature in black ink that reads "Elizabeth Donnelly". The signature is written in a cursive style with a large initial 'E' and a long, sweeping underline.

Elizabeth Donnelly
CEO, For and on behalf of the Women's Engineering Society

SIGNED:

.....
(Print Name of Volunteer)

DATE: